**REPORTING ANNEX  
COVID-19 Activities**

The purpose of this report is to report on active and completed activities and outcomes achieved during the grant period as part of your organization’s response to COVID-19. With this information, charity: water wants to understand the activities being implemented by your organization, their status and the impact of our funding. Answers can be brief, clear, and relevant to charity: water’s funded portion of your response program. For any questions, please contact your charity: water partnership manager. This report should be submitted as an additional annex to the standard quarterly report and does not replace those requirements.

**SECTION 1: PROGRAMMING DETAILS**

* **CATEGORY**Select one of the following categories for each activity:

1. Emergency response in hygiene or sanitation
2. Community mobilization
3. Maintaining access to safe water

* **ACTIVITY DESCRIPTION**Describe each COVID-19 activity implemented within this grant including:

what was accomplished, any other partners or agencies involved, activities, outcomes, etc.  
*250 words or less*

* **LOCATION(S)**Insert the area where activities were implemented
* **BENEFICIARIES**

Provide number of beneficiaries per activity

* **STATUS**

Completed or Ongoing

* **FREQUENCY**

This section should be updated quarterly and representative of the cumulative work completed to date utilizing reallocated funds towards COVID-19 response. Each quarterly report should include all activities completed during the reporting period and all previous activities COVID-19 activities implemented in prior quarters within the same grant.

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| **CATEGORY** | **ACTIVITY DESCRIPTION** | **LOCATION(S)** | **BENEFICIARIES** | **STATUS** |
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**SECTION 2: OUTCOMES AND IMPACT**

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| **Describe how this project achieved its intended goals.**  This section should include notable outcomes of the combined effort of all of the activities, and any significant lessons learned. This should only be completed for activities that have been completed within this reporting period. |
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**SECTION 3: RISK MITIGATION**

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| **Describe how your organization's personnel limited transmission of COVID-19 while engaged in these activities.**  This section should include use of PPE, staff training and social distancing guidelines developed and utilized. |
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**SECTION 4: IMPACT STORIES**

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| **Where possible, please share at least one impact story including any photo(s) or, video or individual stories of COVID-19 activities being implemented.**  charity: water uses partner-reported impact stories or beneficiaries highlighted from the field in both our internal and external reporting. With each story you present, we want to understand the impact of the project/activity on the lives of beneficiaries. If possible, also include a high-resolution photo(s) to support or represent your impact story. By providing this story and accompanying photo in this report, you ensure that informed consent has been obtained by any individual highlighted. If the individual is under 18 years of age, informed consent must be provided by a guardian. Content collected and shared outside of the reporting cycle is appreciated. |
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